

Department of Natural Resources

Division of Internal Services

Bureau of Facilities and Lands

Classification: Fleet Operations Specialist

Working title: Fleet Operations Specialist and Inventory and Control Coordinator

WORKING TITLE: FLEET OPERATIONS SPECIALIST

Position Summary: Functioning under the general supervisor of the Fleet Operation Supervisor, this position acts as an authority for the departments fleet assets. Utilizing in-depth understanding of asset management, the incumbent is expected to make complex judgement and decisions in developing and performing high-level program and policy evaluations, along with providing excellent communication and relationship building skills. The incumbent is accountable to demonstrate commitment to customer service, organizational success, and respect I the workplace. The position is responsible for directing fleet strategies and effectively and efficiently manage the department' fleet operations.

Geographic Scope and travel requirements: This position is in Madison. Periodic travel for picking up vehicles and attend meetings with fleet customers and vendors.

Scope of Authority: Under general supervision of the Fleet Operation Supervisor, this position has statewide responsibilities.

Goals and Responsibilities**60% A. ADMINISTRATION OF THE FLEET ASSET MANAGEMENT AND MAINTENANCE PROGRAMS.**

- A1. Conduct agency-wide fleet needs analysis, in concert with program divisions, to ensure vehicles acquired meets the needs of the DNR program areas.
- A2. Review vehicle requests for compliance with established DOA and DNR policies.
- A3. Oversee the fleet operations licensing program to ensure that all vehicles are properly tagged in accordance with their use and purpose.
- A4. Oversee the disposal of fleet vehicles and heavy equipment in compliance with DOA guidelines and regulations.
- A5. Participate in and oversee physical inventories are conducted.
- A6. Develop and maintain strong partnerships with fleet customers to ensure services and vehicles/heavy equipment provided are meeting the needs of the DNR fleet users.
- A7. Manage the departments vehicle, heavy equipment, and maintenance operations to insure safe, efficient, consistent and effective utilization of fleet assets.

30% B. ENSURE EFFECTIVE PROGRAM AND POLICY DEVELOPMENT.

- B1. Analyze business processes and requirements to meet customer needs consistent with program objectives, sound accounting practices, Federal, State, and other requirements.
- B2. Develop system end user and ongoing business operation documentation, including workflows, business procedures, and processing schedules.
- B3. Participate in system testing using proper data processing techniques in accordance with professional and department standards.
- B4. Advise programs and fleet coordinators on DNR fleet policies and procedures.

10% C. PERFORM GENERAL ADMINISTRATIVE AND PROFESSIONAL DEVELOPMENT FUNCTIONS.

- C1. Assist with the updating and development of web content.
- C2. Participate in job-relates training and organizational meetings as assigned by supervisor.
- C3. Prepare forms and reports as necessary for personal and budget accounting purposes in a timely manner.
- C4. Perform other position-relates duties as assigned
- C5. Follow all general and position-relates safety requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable Wisconsin Statutes, Federal Laws, DOA and DOT regulations, and DNR Policies and procedures.
- Knowledge of DNR's organization structure and accounting code structure.
- Knowledge of asset management methodologies and reporting
- Knowledge of program and policy development and implementation.
- Knowledge of Department programs, policies, procedures, and systems.
- Knowledge and skill related to documentation. Developing and implementing workflow processes.
- Knowledge of safety management principles
- Knowledge of fleet management industry trends and best practices.
- Knowledge of principles and practices of vehicle and equipment maintenance
- Skill in problem solving, negotiation, change management and resolution
- Skilled in computer usage (i.e., Microsoft Word, Outlook, Excel, PowerPoint, computerized financial systems, and web technologies) ability to collect and analyze data and develop recommendations/options for resolution.
- Skill in providing excellent customer service

- Ability to work effectively in a team environment and to secure cooperation and agreement in situations where conflicting objectives exist.
- Ability to communicate clearly and concisely, both orally and in writing

ADDITIONAL EMPLOYMENT REQUIREMENTS:

- The individual appointed to this position must pass a background check due to access to confidential information and high-value equipment on a routine basis.
- This position will require occasional moving of up to 15 pounds associated with office work. This position will spend most of the time in an office setting or in meetings.
- This position will require sometime to be spent outdoors. In those instances, this position may require the duties to be performed in or near commercial industrial facilities, as well as near water, forest, and fields where hazards may include unstable surfaces.

WORKING TITLE: INVENTORY CONTROL COORDINATOR

Position Summary: This position will perform various activities associated with the DNR Distribution Center under the general supervision of the Inventory Control Supervisor. These activities include, but are not limited to shipping and receiving functions, safe and secure transportation and storage of materials and equipment, processing requests from internal and external customers and business partners, material assembly, inventory control functions, general maintenance and cleaning of warehouse work areas and equipment, and assisting with disposal of confiscated, obsolete, or items beyond economical repair.

Geographic Scope and Travel Requirements: This position is located in Madison. Periodic travel for pickups, deliveries, training, and events is required.

Scope of Authority: Under general supervision of the Warehouse Operations Supervisor. Occasional travel may be required for meetings and trainings.

60% A. PERFORM ORDER PROCESSING AND SHIPPING FUNCTIONS

- A1. Extract orders for DNR forms, publications, regulations, training materials, and law enforcement equipment from the various ordering systems used by the department (Order Tracking and Inventory Control (OTIC) system, Go Wild, email, etc.).
- A2. Pull requested items, package, and process shipments using the current small package delivery service (Spee-Dee Delivery, FedEx, UPS, other).
- A3. Distribute high value, sensitive or controlled items (park stickers, trail passes, firearms, ammunition, law enforcement equipment, confiscated items, etc.) as directed by the programs, requiring delivery signatures for increased tracking capabilities, and adding shipping insurance for high value items.
- A4. Assist internal and external customers with ordering, mailing, and shipping procedures. Provide information on program related materials available from the distribution center.

20% B. PERFORM INVENTORY MANAGEMENT FUNCTIONS

- B1. Maintain, analyze, and recommend improvements to the electronic inventory system (currently OTIC) and other databases used to track and monitor items stored at or distributed from the Darwin Road Distribution Center.
- B2. Perform routine physical inventory counts to verify on hand quantities and contact information for items stocked or stored at the Darwin Road Distribution Center.
- B3. Work with warehouse supervisor and program staff to ensure orders are placed for items that are near or at their minimum stock level.
- B4. Organize and prep materials to increase efficiency when processing orders.

10% C. Perform warehouse receiving functions

- C1. Inspect, maintain, and safely operate warehouse material handling equipment. Requires knowledge of electronic jack and forklift operation.
- C2. Inspect, verify, accept incoming packages, and freight shipments making sure to notify the carrier and document any damage or discrepancies.
- C3. Notify the appropriate program staff that their materials have been received.
- C4. Move stock items to their designated storage location or place items for pickup in the designated pickup area.
- C5. Ensure high value, sensitive or controlled items are stored in their designated secure storage areas.
- C.6. Receive inventoried materials in the electronic inventory system (currently the Oder Tracking and Inventory Control (OTIC) system)

5% D. EVENT AND RECREATIONAL VEHICLE AND SAFETY PROGRAMS EQUIPMENT SUPPORT

- D1. Prepare and organize equipment for Safety Programs (ATV/UTV, snowmobile & boating) and Recruitment, Retention and Reactivation (R3) programs (hunting, fishing, trapping, and shooting sports) public events and trainings.
- D2. Deliver event materials and assist with setup.
- D3. Assist with shuttling of vehicles, trailers, and other equipment for upfitting, trainings, events and sale or disposal.

5% E. MAINTENANCE, CLEANING AND OTHER ASSIGNED DUTIES

E1. Routine cleaning and maintenance of warehouse area, racking, shelving, and packaging equipment

E2. Other duties assigned by the Inventory Control Supervisor

KNOWLEDGE, SKILLS, AND ABILITIES

- Customer service oriented
- Strong organizational skills
- Ability to prioritize
- Effective communication
- Knowledge of inventory systems and inventory processes
- Experience using computer software (Microsoft Office Suite, Outlook, inventory software)
- Able to lift 50 lbs. on a regular basis
- Able to safely operate and maneuver a vehicle towing open bed and enclosed trailers

ADDITIONAL EMPLOYMENT REQUIREMENTS

- Candidate must successfully pass a background check
- Must have, or obtain within 6 months of appointment, DNR certifications for ATV/OHM Safety, Snowmobile Safety, Boating Safety and Hunter Education
- Must obtain certification to operate electronic pallet jack and sit down and narrow aisle forklift within 6 months of employment
- Must possess a valid driver's license and meet the DOA Fleet standards for vehicle operators